

<b>APPLICANT TO PROVIDE ALL INFORMATION BELOW:</b>	
<b>TYPE OF APPLICATION</b> <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> REMODEL <input type="checkbox"/> SHELL-ONLY <input type="checkbox"/> REPAIR <input type="checkbox"/> ADDITION <input type="checkbox"/> OTHER	<b>CONSTRUCTION DATA:</b> NUMBER OF STORIES _____ SQUARE FOOTAGE _____ VALUATION OF WORK _____
<b>LEGAL DESCRIPTION</b> LOT NO. _____ BLOCK NO. _____ SUBDIVISION _____ TRACT _____ PARCEL _____ UNIT _____ UNIFORM PROPERTY CODE _____	NO. OF APT. OR MOTEL UNITS _____ NO. OF BUILDINGS _____  <b>OWNERSHIP</b> <input type="checkbox"/> PRIVATE <input type="checkbox"/> PUBLIC
<b>OWNER</b> _____ PHONE _____ ADDRESS _____ _____ ZIP _____	<b>DESCRIPTION OF WORK:</b> _____ _____ _____ _____
<b>ARCHITECT, ENGINEER OR DESIGNER</b> _____ PHONE _____ ADDRESS _____ _____ ZIP _____	<input type="checkbox"/> PUBLIC (BUILT WITH PUBLIC FUNDS) <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> TRIPLEX <input type="checkbox"/> FOURPLEX <input type="checkbox"/> APARTMENT COMPLEX GREATER THAN FOUR UNITS <input type="checkbox"/> FOUNDATION ONLY <input type="checkbox"/> FOUNDATION FOR MODULAR BUILDING <input type="checkbox"/> OTHER (DESCRIBE) _____ _____ _____
<b>CONTRACTOR</b> _____ PHONE _____ ADDRESS _____ _____ ZIP _____ NM STATE LICENSE NO. _____ LICENSE CLASSIFICATION _____ NM STATE TAX NO. _____ ALB. BUSINESS REG. NO. _____	

	YES	NO
<b>CERTIFICATE OF OCCUPANCY REQUIRED?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SHELL CERTIFICATE OF COMPLETION REQUIRED?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPROVALS REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE:</b>		
	<b>INITIALS</b>	
<input type="checkbox"/> ENVIRONMENTAL HEALTH		
<input type="checkbox"/> FIRE MARSHAL		
<input type="checkbox"/> HYDROLOGY		
<input type="checkbox"/> MECHANICAL		
<input type="checkbox"/> PLUMBING		
<input type="checkbox"/> ELECTRICAL		
<input type="checkbox"/> BOILER		
<input type="checkbox"/> ELEVATOR		
<input type="checkbox"/> REFUSE		
<input type="checkbox"/> TRANSPORTATION DEVELOPMENT		
<input type="checkbox"/> BUILDING CODE		
<input type="checkbox"/> ZONING		

**NOTE:** Final inspections are required on all permitted work whether a Certificate of Occupancy is required or not.



**CITY OF**  
**ALBUQUERQUE**

## BUILDING SAFETY DIVISION

600 Second Street N.W.

Albuquerque, New Mexico 87102

## GENERAL NOTES

- One set of approved plans shall be kept on the site of the building or work at all times during which the work authorized thereby is in progress.
- Separate permits are required for plumbing, gas and electrical work.
- For foundation-only permits, a separate set of plans must be submitted. Plumbing, mechanical and electrical work under the slab shall be inspected and approved before any concrete is poured.
- The issuance of a permit does not guarantee that the permit holder (owner) will receive a Certificate of Occupancy upon completion of construction. It is the permit holder's responsibility to comply with all of the requirements for a Certificate of Occupancy including obtaining water and sanitary sewer service, electrical service and natural gas service.
- The issuance of this building permit does not constitute a guarantee of water and sanitary sewer service. Such availability is determined by the Utility Development Division of the Public Works Department.
- City-approved street and alley top-of-curb elevations must be used when establishing lot grades and rear property lines. In the event that these approved elevations are not used, the City assumes no responsibility for loss of access to property or damage to property-line walls upon construction of streets, alleys, curbs and gutters.
- Separate permits are required for retaining walls, garden walls and fences.
- Gates in walls or fences on private or public property shall not swing over sidewalks, streets, alleys or other public rights-of-way.
- Toilet facilities for the workers shall be provided at all construction sites.

# ZONING ENFORCEMENT

**(505) 924-3849**

[illegible]

# ENVIRONMENTAL HEALTH

## CONSTRUCTION SERVICES SECTION

(505) 924-3623

E-Mail: [aehdconstserv@cabq.gov](mailto:aehdconstserv@cabq.gov)

PLANS DISAPPROVED	DATE
PLANS APPROVED	DATE
CONDITIONAL APPROVAL	DATE

● **PLEASE NOTE:** Environmental Health administers programs which **are not** in the general construction permitting review process. If the Construction Services Section has determined that your project is regulated by such a program, you will be granted **CONDITIONAL APPROVAL**. The specifics of the approval condition(s) will be provided below, along with appropriate contact information. While the **CONDITIONAL APPROVAL** will not impede the issuance of your general construction permit, **failure to observe the approval conditions will prevent Construction Services personnel from conducting a final inspection of your project.**

**PLANS CORRECTIONS REQUIRED:**

**CONDITIONAL APPROVAL REQUIREMENTS:**

● Any additional documentation which may be required for the granting of a conditional approval is in addition to, and separate from, the general construction permitting process. The required documentation must be submitted independently, by the applicant, to the cited Environmental Health program administration personnel. Verification that the approval condition(s) have been met will be required by Construction Services personnel at the time of final inspection.

## TRANSPORTATION DEVELOPMENT

**(505) 924-3620**

[illegible]

# SOLID WASTE DISPOSAL

**(505) 761-8100**

- A final inspection by the plan checker of the Solid Waste Management Department (SWMD) is required. Required refuse container(s) shall be in place before a Certificate of Occupancy will be issued.
- An inspection by the SWMD plan checker is required before the concrete slab or apron is poured.
- Each customer shall provide their own refuse container(s).
- Contact the SWMD at least thirty (30) days prior to occupancy to start service.
- Proposed construction complies with the Albuquerque Municipal Refuse Collection Service Ordinance (Ordinance 42-1980, as amended).

[illegible]

# HYDROLOGY

**(505) 924-3983**

PLANS DISAPPROVED _____	DATE _____
PLANS APPROVED _____	DATE _____

**PLANS DISAPPROVED FOR THE FOLLOWING REASONS:**

- ☐ Drainage report/plan required for new construction and for additions of 500 square feet or more to existing structures. See Section 14-5-2-12 of the City's Drainage Ordinance. **A pre-design conference with this office is recommended.**
- ☐ Follow procedures for drainage submittals as outlined on page 1, Section 17, Volume 1 of the City's Development Process Manual.
- ☐ Attach a copy of the approved drainage report/plan to each set of building plans.
- ☐ Pending approval of drainage report/plan submitted.

# FIRE MARSHAL

**(505) 924-3611**

- All items listed below shall be installed in accordance with applicable fire codes prior to a building (or portion of a building ) being occupied.
- All required fire hydrants shall be installed and operable before any building (or portion of the building) is occupied.
- An approved and adequate water supply shall be provided before any combustible materials are delivered to the building site.

NAME OF BUSINESS _____ OCCUPANCY GROUP _____ FIRE FLOW REQ'D. _____  PLANS DISAPPROVED _____ PLANS APPROVED _____	STORE OR SPACE NO. _____ CONSTRUCTION TYPE _____ FIRE HYDRANTS REQ'D. _____  DATE _____ DATE _____
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**PLANS CORRECTIONS REQUIRED:**  
**(INDICATE ORDINANCE SECTION REFERENCE)**

# UNIFORM BUILDING CODE

(505) 924-39\_\_\_\_

- Premises shall not be occupied until a Certificate of Occupancy has been issued in accordance with Section 309 of the Uniform Administrative Code.

DESCRIPTION OF WORK _____ SIZE OF BLDG. (SQ.FT.) _____ CONSTRUCTION TYPE _____ PLANS DISAPPROVED _____ PLANS APPROVED _____	OCCUPANCY GROUP _____ BUILDING CODE EDITION (YR.) _____ DATE _____ DATE _____
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**PLANS CORRECTIONS REQUIRED:**  
**(INDICATE ORDINANCE SECTION REFERENCE)**

## UPC, UMC, NEC

**(505) 924-3957**

[illegible]